

Updating Your SAGE Information

This guide will assist you in the process of checking and updating your SAGE information. It is important that your contact information and organizational profile in SAGE is accurate and up to date, as applicants with outdated, incorrect, or missing information risk missing out on important updates and information.

Individual User Profiles

To confirm your personal account information, please log in to SAGE. This will take you to the MAIN MENU (shown below).

The screenshot shows the SAGE Main Menu. At the top is the SAGE logo with the text 'STATE OF NEW JERSEY SAGE System for Administering Grants Electronically'. In the top right corner, it says 'DOS DOI:' and 'User: Logout'. The main content area is divided into several sections: 'MY DOCUMENTS' with a tree view showing 'My Active Documents' and a list of 'HC' folders; 'MY INFORMATION' with fields for Name, Title, Address, Phone Number, Email Address, and Username, and a link to 'View/Edit My Information'; 'MY ORGANIZATIONS' with a table showing 'Name', 'Role', and 'Accounts'; and 'MY MESSAGES' with a message 'You have no unread system messages.' and a link to 'View all system messages'. There is also a 'SYSTEM INFORMATION' section with a link to 'System Administrative Links'.

To confirm or change your personal contact information, click on the 'View/Edit My Information' link located in the *My Information* box in the top right corner. This will take you to a page (shown below) that allows you to view and update your email address, password, and other important information. If you do make any changes, please be sure to click the SAVE button before leaving the page.

The screenshot shows the 'CONTACT INFORMATION' form. At the top are 'SAVE' and 'ADD NOTE' buttons. The form has several fields: 'Name' (Prefix, First, Middle, Last, Suffix), 'Organization', 'Title', 'Address', 'City', 'State' (New Jersey), 'Zipcode' (55555), 'County', 'Phone #1' ((555) 555-5555), 'Phone #2', 'Fax', 'Cell Phone', 'Email', 'Website', 'Username', 'Password', and 'Confirm Password'. Red asterisks indicate required fields. At the bottom left, there is a link to 'District Assignment'.

In some cases, some fields may be locked for editing. If you encounter an error in one of these fields, please contact the New Jersey Historical Commission so that we can address the error.

Organizational User Profiles

Just as individual users of SAGE all have individual profiles that require periodic review and updating, each organization also has its own profile that requires periodic review and updating.

To confirm and update your organizational information, please click on your organization name in the *My Organizations* box, located below the *My Information* box. This will take you to the page shown below.

Main Menu ▾

SAVE

ORGANIZATION INFORMATION

Name *

Federal Tax I.D. Number *

DUNS Number

SAM CAGE Code

Address *

City * State * Zipcode *

County

Phone * Fax

Email

Website

---Additional Profile Information - Required for applicants to the NJ Department of State, Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, and Travel and Tourism

When updating your organizational information, do not forget to click the 'Additional Profile Information' link located at the bottom of the *Organization Information* box, which takes you to the page shown below.

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ADDITIONAL NJDOE ORGANIZATIONAL PROFILE INFORMATION

NOTE: This information is only required if you will be/are currently applying for a grant opportunity provided by the NJ Department of State (Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, Travel and Tourism, and Center for Hispanic Policy Research and Development).

Instructions:

- Please enter all requested information.
- When you have finished filling out this page click the **SAVE** button.
- Click the **Main Menu** link in the top left corner of this screen to return to the Main Menu.

Executive Director of Organization

First Name * Last Name * Suffix * Title *

Project Director

First Name * Last Name * Title

Board President or Chairman

First Name * Last Name * Title

Address *

City *

State *

Zipcode *

Phone * (xxx) xxx-xxxx

Email *

REQUIRED FOR NEW JERSEY STATE COUNCIL ON THE ARTS ONLY

Our organization is primarily a...

☐ Producing Organization: produces, creates or interprets, and performs a public performance or exhibition (e.g. theatre and dance companies, symphony orchestras, museums, theatres, library center).

☐ Performing Arts Presenting Organization: selects performing artists and companies, engages them to perform, disseminates them for performance and/or services and brings them together with audiences and communities (e.g. performing arts center, cultural events series).

☐ Service Organization: provides services to the arts community (e.g. local arts council, cultural alliance, discipline specific service organization).

The following information is requested to report on statistics nationally and is forwarded to the National Endowment for the Arts National Assembly of State Arts Agencies. Please call the Council office if you have any questions about the available selections.

As in the case of your individual profile, please remember to click the SAVE button before navigating away from any page. Information that is entered into any form will not be saved unless you click the SAVE button.

In some cases, some fields may be locked for editing. If you encounter an error in one of these fields, please contact the New Jersey Historical Commission so that we can address the error.